



## **BACWA Mercury/PCB Watershed Permit Risk Reduction Compliance**

### **Request for Proposals 2015**

Announcement Date: Wednesday March 25, 2015

#### **PROGRAM OVERVIEW**

The Bay Area Clean Water Agencies (BACWA) seeks proposals to increase awareness and understanding of fish contamination issues and reduce exposure to chemicals from eating fish caught in San Francisco Bay.

**Funding Available:** \$50,000 is available for this grant program.

**Size of Grants:** Applicants may apply for any funding amount up to \$50,000.

**Timeline:** Work for projects awarded will be conducted for up to three years.

**Eligibility of Applicants:** Applicants must be a non-profit organization, federally recognized or non-federally-recognized tribe, or local government agency, including public K-12 schools.

**Application Deadline:** Proposals must be received by BACWA by 5:00 p.m. on Friday May 22, 2015

**Award Date:** BACWA anticipates notifying successful applicants by Friday June 5, 2015.

#### **BACKGROUND**

While fish is an important part of a healthy diet, most fish caught in San Francisco Bay contain elevated levels of harmful chemicals, including mercury and polychlorinated biphenyls (PCBs). The presence of these chemicals in Bay fish is the basis for the current health advisory (see <http://www.oehha.ca.gov/fish/general/sfbaydelta.html>),

which recommends that fish consumers limit the types and amounts of fish they eat as a way to limit their exposure to these chemicals.

The clean-up and management of mercury and PCBs in San Francisco Bay is the long term goal of state and local regulatory agencies. However, risk reduction activities in the interim can address the possible health risks to consumers of Bay fish. The San Francisco Bay Fish Project (<http://sfei.org/sfbfp>), which concluded in 2012, developed educational materials and funded grants to community-based organizations that communicated directly with affected populations.

BACWA is a local government agency created by a joint powers agreement in 1984. Our membership includes local clean water agencies that provide sanitary sewer services to the more than seven million people living in the nine county SF Bay Area. BACWA members are permitted under the Regional Water Quality Control Board's Watershed Permit governing discharge of mercury and PCBs to the San Francisco Bay ([http://www.waterboards.ca.gov/sanfranciscobay/board\\_decisions/adopted\\_orders/2012/R2-2012-0096.pdf](http://www.waterboards.ca.gov/sanfranciscobay/board_decisions/adopted_orders/2012/R2-2012-0096.pdf)). As part of compliance with this permit, BACWA partially funded the San Francisco Bay Fish Project, and will continue that work by funding a grant program to further risk reduction activities in the San Francisco Bay.

## **TYPES OF PROJECT THAT CAN BE FUNDED**

This grant program will assist local organizations/agencies and tribes in conducting projects that:

1. Promote awareness and understanding of fish consumption advisories, contamination issues, or health risks and benefits associated with eating San Francisco Bay fish, and/or
2. Reduce human exposure to mercury and PCBs from eating San Francisco Bay fish.

Projects funded by the grant program must be directed to consumers of fish from San Francisco Bay. Consumers include populations who catch and consume fish from San Francisco Bay, as well as their families and friends who consume their catch. This program does not address commercial fishing activities.

This grant program seeks projects that focus on consumers of San Francisco Bay fish who are most at risk. We define these "at-risk" populations below. Projects must include San Francisco Bay fish consumers from one or more of these at-risk populations:

1. *Moderate-to-high consumers* - Populations are most at risk if they consume moderate-to-high amounts of San Francisco Bay fish on a regular basis (i.e., greater than one time per month for at least 6 months of the year).
2. *Consumers of highly contaminated species* - The level of contaminants in San Francisco Bay fish varies widely by species. Some species, such as white croaker and shark, contain very high levels of chemicals and consumption should be avoided or restricted. Some populations are at risk if they eat these highly contaminated species from San Francisco Bay.
3. *Sensitive populations* - Because mercury exposure is most harmful to an unborn child or children, at-risk populations also include women of childbearing age, especially pregnant women, and children. Sensitive populations must also be consumers of fish from San Francisco Bay.

## **WHO CAN APPLY?**

Applicants must be a non-profit organization, federally-recognized or non-federally recognized tribe, or a local government agency, including public K-12 schools. Due to the limited amount of funding available and the competitive nature of these grants, we encourage applicants to form collaborative partnerships.

## **GEOGRAPHIC AREA OF PROJECTS**

Project activities may be conducted anywhere as long as they are directed to consumers of fish from San Francisco Bay. For purposes of this program, San Francisco Bay includes: The central Bay east of the Golden Gate Bridge, including San Leandro Bay; the South Bay; and the North Bay including Richardson Bay, San Rafael Bay, San Pablo Bay, the Carquinez Strait, Suisun Bay, Grizzly Bay, and Honker Bay.

## **APPLICATION PROCEDURE**

All the information listed below must be included in your application for it to be considered complete.

### **1. Application Cover Page**

### **2. Description of Organization and Qualifications (one page maximum)**

- Describe the mission and history of your organization.
- Describe your organization's qualifications for conducting the project. Highlight any fish-related activities or health outreach and education activities that you have conducted.
- Describe the qualifications and experience of the staff who will implement and evaluate the project.

### **3. Intended Audience and Geographic Area (one page maximum)**

The projects must be directed to consumers of fish from San Francisco Bay, as defined above.

- Describe the intended audience served by the project.
- If your project is not directed to fishing populations at San Francisco Bay fishing locations, describe your strategy for demonstrating that the intended audience consumes fish from San Francisco Bay.
- Describe your organization's experience in working with the intended audience.
- Describe the geographic area or areas where the project will take place.

### **4. Project Activities (two page maximum)**

Proposed activities must

- (1) Promote awareness and understanding of fish consumption advisories, contamination issues, or health risks and benefits associated with eating San Francisco Bay fish; and/or
- (2) Promote reductions in human exposure to mercury and PCBs from consumption of fish from San Francisco Bay.

Projects may address both (1) and (2).

- Describe in detail your plan for developing and implementing the project, including specific activities and tasks.
- Explain why you are choosing your specific approach and the changes you anticipate will result from your activities.
- Describe how the project includes at-risk consumers of SF Bay fish as defined above.
- Describe how the project will address the cultural, literacy, or language needs of the intended audience.

### **5. Project Evaluation (one page maximum)**

The project evaluation will describe how you will monitor progress, measure what you accomplish, and determine the success of your project.

- Describe your overall plan for evaluating your project.
- Describe the specific changes that you anticipate will result from project activities. These specific changes may include increases in awareness or knowledge, intent to change behavior, or actual changes in behavior.
- Describe how the specific changes that will result from your project will be measured.
- Describe the evaluation data that will be collected, including any evaluation tools (such as questionnaires) you will use to measure the specific changes that will result from project activities.
- Include an estimate of the number of consumers of fish from San Francisco Bay your project will reach.

## 6. Timeline Template

Please provide information about the project tasks and schedule. Project should be no more than 3 years in duration.

## 7. Project Budget Form (Attachment 1)

Please provide the information requested in Attachment 1. Applicants do not need to use the form from Attachment 1 but should follow the general format.

## 8. Additional Attachments

- Non-profit organizations must include documentation of non-profit status such as an exemption letter from the U.S. Internal Revenue Service.
- Supporting materials, such as examples of educational materials or letters of support, may be included. Limit supporting materials to 5 pages.

## SELECTION PROCESS

Selection will be based on the score of each proposal using the points listed in the table below.

**Table 1. Application Scoring**

	Points
Description of Organization and Qualifications	20
Intended Audience and Geographic Area	10
Project Activities	50
Project Evaluation	10
Timeline and budget	10
TOTAL	100

## PROJECT AWARD

BACWA anticipates notifying successful applicants by Friday June 5, 2015.

Organizations that receive grant funding will sign a contract with BACWA, which will include a scope of work and requirements for receiving payments. In addition to fulfilling the activities described in the proposal, grantees will be required to attend annual meetings with BACWA and the Regional Water Quality Control Board to give updates on their projects. Any materials produced as a result of the grant award must mention BACWA as the funding sources.

## **QUESTIONS?**

Please submit your specific questions to Lorien Fono by email at [lfono@bacwa.org](mailto:lfono@bacwa.org).

## **HOW TO SUBMIT AN APPLICATION**

Proposals may be submitted by email to [lfono@bacwa.org](mailto:lfono@bacwa.org). Proposals must be received by BACWA by 5:00 p.m. on Friday, May 22, 2015. We will send an acknowledgement by email upon receiving your application.

Attachment 1: PROJECT BUDGET FORM

(The applicant does not need to use this form, but should follow the general format and include the information listed below.)

Name of Organization: \_\_\_\_\_

Project Title: \_\_\_\_\_

Requested Amount (*\$50,000 maximum*): \$\_\_\_\_\_

		Requested	In-Kind Support	Total Project Amount
<b>Personnel:</b>	Salaries & wages <sup>1</sup>	_____	_____	_____
	Description ( <i>Example:</i> health educator @ \$3000/mo. x 25% for 6 mo.)	_____	_____	_____
	Consultant & contract services <sup>2</sup>	_____	_____	_____
	Description ( <i>Example:</i> graphic artist @ \$100/hour for 20 hours)	_____	_____	_____
	<b>Total Personnel</b>	_____	_____	_____
<b>Operating Expenses</b>	Supplies/Materials/Printing <sup>3</sup>	_____	_____	_____
	Equipment <sup>4</sup>	_____	_____	_____
	Travel	_____	_____	_____
	Other (describe):	_____	_____	_____
	<b>Total Operating Expenses</b>	_____	_____	_____
	Indirect Costs <sup>5</sup>	_____	_____	_____
<b>Total Budget</b>	_____	_____	_____	

1. For all project staff include position title, salary, percentage time, and number of months the staff will be supported by the grant.
2. For all consultant and contract services, describe the type of services provided, and include hourly rate and number of hours.
3. Include office supplies, training materials, postage, etc.
4. Please describe equipment costs above \$500 such as the purchase of a computer. 5. Indirect costs include rent, utilities, and indirect administrative support. Indirect costs should not exceed 15% of the sum of total personnel and total operating expenses.